

TEC/WG Communications Topic Group Conference Call Notes November 4, 1998 3:30-4:30 p.m. EDT

Participants: Judith Holm, DOE-AL; Martha Crosland, DOE-EM-22; Betty Nolan, DOE-HQ-CI; Fred Butterfield, DOE-HQ-EM-22; Doug Tonkay, EM-30; Lisa Sattler, MWCSG; Seth Kirshenber, ECA; Matt Baca, UNM, ATR; Elizabeth Helvey, JK Associates; Chris Wentz, NM-WGA; Brad Mettam, NaCo; Phil Paull, CSGNE; Marsha Keister, LMITCO-ID; Beth Hale, SAIC; Audrey Adamson, UETC- TEC/WG Program Support

This conference call addressed a number of recently completed actions and upcoming events.

We discussed: the user/provider survey being completed by the University of New Mexico/ATR Institute; the Senior Executive Forum meeting schedules and topics of discussion; the umbrella grant project; the local notification paper; gave a final review of NTP Fact sheets; the issue of a "standing review" committee and its composition; and the development of an NTP Communications Plan.

Summary:

Matt Baca (UNM-ATR) briefed the group on the status of the provider survey (both internal/external). ATR mailed 280 surveys to providers , it received 85 responses, to date.

The user assessments were sent out a week later. It is expected that the material will be collected, analyzed and completed in report form at the January topic group meeting.

Martha Crosland (DOE-EM22) reviewed the most recent Senior Executive Transportation Forum meeting. The SETF will meet again on November 12th. The SETF had a quick discussion of emergency management and training information. They gave final approval to the transportation contacts brochure. (The topic group provided extensive comments on format and content) The brochure was distributed at the STGWG (State and Tribal Working Group) meeting in late October. Several comments were noted such as: DOE's Material Disposition program is a shipper of radmat; the DOE Office of Energy Research has become the Office of Science; several periods were left out, and the document did not properly reflect state regulations. Martha noted that this is living document and it will be updated to reflect changes.

Judith Holm (DOE-AL) briefed the group on the progress of the "umbrella grant" project. The issue that this project is trying to address, combining different DOE Offices funding under one overall DOE grant has been supported by the TEC/WG. She also provided an update on the status of the DOE Transportation Protocols. The first meeting of the Protocols Topic Group will be in Jacksonville in January. DOE will be looking for comments on the stakeholder input process and on the draft sample protocol.

Alex Thrower (UETC-ABQ) gave a status report on the Local Notification Survey. There were 25 responses from Governors' Designees. UETC has asked the various regional government groups and local/county government groups to help complete the data set. Also, a plea for help was put in the Fall 1998 issue of Energy & Network News. The survey should be completed in January 1999.

Judith Holm and Wilda Portner (SAIC-ABQ) reviewed the fact sheet package that was sent to all topic group members. Comments are due by November 20th. The Group would like these fact sheets on the Web, perhaps on the NTP page. Several members of the topic group suggested that DOE reverse the form to put general comments first and specific comments on the second page.

Wilda Portner gave an overview of the DOE printing process. It begins when Mona Williams sends a request to DOE-AL public affairs with DOE Form 1340.3 attached. Then the public affairs staff contacts a GPO printer to complete the job. Betty Nolan offered a comment on the importance of early review by DOE-HQ. She noted that if the publications got too far down the line without DOE-HQ oversight, this might cause problems for completion of the project.

The discussion turned to the idea of developing a standard review group for any/all DOE transportation materials. The group might include: TEC/WG members, DOE Program Offices, Public Affairs Directors. The objective of this group is to address all of these publications as a complete story. The holistic approach would allow the group to take a step back from the material and see how each of these publications fits

together to present how DOE transports its radioactive materials. This approach is also meant to mesh with the large Communications Topic Group's needs identification (the process by which a new information need is identified). The standing review group would also develop a review calendar that will keep track of where and when each information product has been updated, by whom, where available, and cost if any.

Judith Holm gave an outline of the NTP Communications Plan. She noted that the plan will cover the next 2-3 years. It is meant as a planning tool for DOE-AL. The Plan will cover who is developing material; a template for the kind of information (such as risk potential for accidents, risks based on shipments vs. dose, etc.). She asked for inputs on what the group thought should be included. Brad Mettam (NaCo) suggested that there need to be clear procedure for identifying an information need. He asked if there was a straight funnel back to the DOE Program? The answer was that in some cases there was. But, TEC/WG has tried very hard to have all DOE shipping programs invited to participate. Judith does keep in contact with many of the Office Directors. If there are Programs in need of some material, please let Judith or Martha know and they can work with the Program Offices. NTP does general basics of radmat transportation the Programs do information products based on their Program specifics. Several other members would like to see the Quick Cask Facts on the Web and they should be developed/and used by everyone that is shipping. They are extremely helpful.